

SECRET

DD/ST# 2214-67

24 MAY 1967

*Adm*  
*10.9*

MEMORANDUM FOR:

Director of ELINT  
Director of Research and Development  
Director of Special Activities  
Director of Computer Services  
Director of Scientific Intelligence  
Director of FMSAC  
Director of Special Projects.

SUBJECT : Submission of Office Staffing Complements

1. In order to insure that certain points are covered in the submission of new or revised staffing complements, we would appreciate having the following items covered in the transmittal memorandum:

(a) Is the proposed staffing complement within the Office's authorized ceiling or does it reflect either an increase or decrease in personnel ceiling authorizations as furnished by OPPB.

(b) Is there an increase in GS-14 and above positions as a result of this staffing complement submission.

(c) What is the average grade for the Office on the existing staffing complement; what will be the average grade for the Office on the proposed staffing complement.

(d) A brief statement giving reason for revision and the impact, both administrative and substantive, of the significant changes.

2. Other items you consider pertinent can be covered of course, in your transmittal memorandum.

25X1A

DD/S&T  
FILE COPY

Executive Officer  
Directorate of  
Science and Technology

Distribution:  
cy to each addressee

1 -   
2 - DD/S&T Registry

2 -

SECRET

GROUP 1  
Excluded from automatic  
downgrading and